



Sacramento ♦ Escondido ♦ Eureka ♦ Bishop

Principal Office: 117 J Street, Suite 201., Sacramento, CA 95814

Telephone 916-978-0960 FAX 916-400-4891



Executive Assistant/Coordinator to the Executive Director Position Available

Principal Office, Sacramento, CA

Program Description: Founded in 1967, California Indian Legal Services (CILS) is the oldest public interest Indian rights law firm in the country, promoting the fundamental rights of California tribes and Indians through litigation, legislative and administrative advocacy, community development, and other strategies for systemic change. CILS provides a full range of legal representation to California Indian tribes and Indian organizations, advocates for the rights of California Indians at the local, state, and national levels, and provides direct services and community education to low-income Indian individuals on issues related to Federal Indian Law. Currently, CILS maintains four offices throughout California – Bishop, Escondido, Eureka and Sacramento. This position is located in Sacramento, CA.

Description of Position: This is a full-time position reporting directly to the Executive Director, the Executive Assistant/ Coordinator provides a high level of support to the Executive Director to meet performance goals and organizational strategic initiatives in a fast paced environment. The Executive Assistant/ Coordinator serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Executive Director. The Executive Assistant will serve as the front line for scheduling, fielding inquiries and serving as a liaison to the Board of Trustees.

Qualifications: Three or more years relevant administrative or programmatic experience. Organizational ability and attention to detail a must. Experience with Microsoft Office applications, including proficiency with Excel. Excellent judgment and demonstrated ability to maintain confidential information. Reliability, professional attitude, demonstrated ability to meet deadlines, and willingness to do whatever is required in an evolving work setting. Ability to balance multiple projects and work independently. Excellent oral and written communication skills. Non-profit experience a plus.

Minimum Qualifications:

- Bachelor's degree or equivalent.
- Three plus years of experience in a nonprofit, legal setting would be ideal.

- Ability to use Microsoft Office Suite applications (Word, Excel, PowerPoint, Outlook, SharePoint, Teams, Adobe (Acrobat Professional, InDesign, etc.) and to learn and use other computer or internet/intranet applications as required.
- Experience in a fast moving, growth-oriented business or nonprofit organization.
- Ability to take appropriate initiative and be productive when working collaboratively or independently in a complex and diverse organization.
- Ability to exercise sound judgment and discretion in dealing with confidential and sensitive matters.
- Ability to work and communicate effectively, both in oral and written communication, with a wide range of staff, stakeholders and other constituents.
- Must be extremely organized with high attention to detail in composing, typing, and proofing materials.
- Ability to multi-task, prioritize and follow-through to effectively manage work flow.
- Must maintain a high level of flexibility and responsiveness.
- Position requires a positive attitude, sense of humor, and a commitment to helping CILS fulfill its mission with quality programs to meet its strategic goals.
- Complies with all state and federal laws and regulations as they pertain to position.
- Understands and promotes the mission, vision, and values of CILS both in the work place and in the community.

Duties and Responsibilities:

Executive Director scheduling, correspondence and time management

1. Assist in scheduling and organizing meetings, appointments, and other Executive Director commitments to ensure optimal use of time.
2. Perform necessary research on emerging and current issues as needed; determine appropriate course of action, referral, or response.
3. Maintain calendar and triage meeting requests with respect to objectives, agenda, and participants.
4. Respond to/direct requests from external organizations/stakeholders for information on behalf of the Executive Director and/or Leadership Team. Build relationships and ensure continuous communication with a variety of stakeholders on behalf of the Executive Director.
5. Provide briefing documents for Executive Director by requesting further information from requesting parties in preparation of meetings.
6. Respond to information requests for the Executive Director via telephone, email, etc. as assigned.
7. All other duties as assigned.

Meetings

1. Attentive to opportunities and follow-up necessary for the Executive team members in the cultivation of relationships that will lead to increased support for CILS.
2. As directed, organize meetings of the senior management team and other individuals directly supervised by the Executive Director. Document and track the completion of follow-up tasks.
3. Assist as needed with logistical preparations for conferences, meetings, presentations, conference calls, travel and other events.
4. Attend internal/external meetings and/or events on behalf of the Executive Director as needed.
5. Lead, coordinate, and facilitate organizational meetings as needed.

CALIFORNIA INDIAN LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.

6. Notice, create and set agendas for program wide and Principal Office meetings.

Strategic Plan

1. Assist in tracking progress in achieving goals and benchmarks set forth in strategic plans.
2. Prepare charts, tables and other documents that support planning efforts as requested by executive team.
3. On behalf of Executive Director, follow up on with staff and supervisors to review strategic plan tracking and bring to their attention if off track.
4. Work with Director of Administration to ensure Executive Director compliance obligations are met. Collect, organize and maintain required documentation and assist in the coordination of funding agency compliance process.

Office Environment and Communications

1. Maintain Executive Director electronic and hard copies files in a consistent, well organized fashion.
2. Draft/prepare, proofread, distribute and archive reports, letters, resolutions, talking points, memoranda, and meeting minutes as assigned. Independently draft and format letters and emails as appropriate for general and routine correspondence; mail correspondence, including potentially confidential information, both internal and external. Generate and collect letters of support as needed.
3. Independently prioritize conflicting needs; handle matters expeditiously, proactively and follow-through on projects to successful completion, often with deadlines.
4. Collect and maintain department reports and other key administrative documents.
5. Analyze data and summarize reports and documents.
6. Convene monthly support staff meeting for efficient and consistent operations organization wide.
7. Handle special projects and other duties as assigned by the Executive Director.

Board of Trustees

1. Maintain discretion and confidentiality in relationships with all board members.
2. Schedule Board meetings; ensure quorum, collect, prepare, and distribute board meeting materials in a timely manner. Assist in staffing Board committees, task forces, and workgroups as assigned.
3. Draft and distribute Board of Directors Meeting minutes, and track completion of follow-up tasks.
4. Maintain internal Board files; distribute, collect, and maintain Board Candidate Applications and supporting documents. Maintain records pertaining to Board membership, committee assignments and terms.
5. Effectively convey Board actions and information to the organization/staff.
6. Maintain Board of Directors Manual and/or Policies; assist with Board Member Orientation as needed.
7. Provide administrative support and related functions.
8. Plan and Coordinate the Annual Board of Directors Retreat.

Salary: Competitive salary D.O.E. CILS offers full family/partner medical, vision and dental benefits, AD&D, short & long-term disability insurances, life insurance, Section 125 Flexible Spending Accounts, generous leave policies and potential for annual performance incentive.

CALIFORNIA INDIAN LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.

To Apply: Submit a cover letter, resume and three professional references via e-mail to: PO-Hiring@calindian.org. or by mail to: California Indian Legal Services, Re: Executive Assistant/Coordinator Position, 117 J St., Sacramento, CA 95814. Additional information about CILS can be found on our website, at www.calindian.org. We will accept applications until the position is filled. Incomplete applications will not be reviewed.